

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

MAINTENANCE PLANNER (PS101292)

DEPARTMENT: BCWS – OPERATIONS

JOB SUMMARY/ESSENTIAL FUNCTIONS: Under general supervision, this position is responsible for the efficient planning and detailed reporting of all activities consistent with maintaining and extending the life of three (3) wastewater treatment plants, all pump stations and other infrastructure of the equipment located around the County. Use Computerized Maintenance Management System (CMMS) for planning and reporting on all maintenance activity for the departments. Write all work orders for maintenance activities associated with the plants and pump stations. Input all new equipment into the CMMS and all maintenance schedules associated with this equipment. Archive obsolete equipment from the CMMS. Make recommendations to Superintendents for improvements in maintenance performance and strategy based on evaluation of maintenance information available in the CMMS program and produced in periodic reports and graphs. Maintain the CMMS and coordinate with Information Services as the primary contact. Input required data for all new and existing equipment, including all databases within the equipment module of the CMMS. Research and write maintenance procedures for new and existing equipment conforming to standard and accepted practices and procedures. Establish equipment preventive maintenance and replacement frequencies. Receive, review, and prioritize work requests submitted to the Maintenance Department. Approve/disapprove work requests based on established practices and procedures. Plan and schedule approved work requests as work orders and issue to respective supervisor for completion. Maintain the technical manual library. Originate requisitions for repair parts and materials for the maintenance department, coordinating with the Purchasing Department as required. Coordinate with the Purchasing Department to solicit bids from vendors for ordered materials to achieve the most favorable price possible. Recommend levels of inventory stock required and reorder points and quantities to support the maintenance effort. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and four years combined education and/or experience directly involved in detailed maintenance work required.

Two years' experience actively using a recognized CMMS preferred.

Must have and maintain a valid driver's license for South Carolina with safe driving record.

Must have extensive knowledge of principles, methods, standards, tools, and test equipment used in carrying out maintenance efforts, with the ability to evaluate costs and procedures, and make recommendations on effective solutions.

Must have excellent communication skills, both oral and written.

Must be able to efficiently complete tasks by following established guidelines/procedures with minimal direct supervision.

Must be able to compose and prepare reports, records and correspondence.

Must be able to greet public and explain various requirements and procedures.

Must have some knowledge of inventory procedures.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to 40 (forty) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK:

This position is classified as non-exempt and reports directly to the Deputy Director of Operations. Currently this position is thirty-seven and one half (37.5) hours per week. Normal working hours Monday through Friday from 7:00 a.m. until 4:00 p.m. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the libraries to apply online.

Maintenance Planner – Grade C31

Entry Base Level Bi-Weekly Pay Range: \$1405.68 - \$1616.53

Date of Posting: 03/29/2016

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.